



Community Development Department

DEVELOPER SUBDIVISION REVIEW CHECKLIST

Including all Standard/Infill Subdivisions, Planned Unit Developments and Sensitive Land Subdivisions

Sandy City Community Development Department
10000 Centennial Parkway, Sandy, UT. 84070
Phone (801)568-7250 Fax (801) 568-7278

DEVELOPER TO USE THIS CHECKLIST AS A REFERENCE THROUGHOUT THE REVIEW AND APPROVAL PROCESS

- ☐ PLANNING STAFF INITIAL REVIEW
- ☐ DEVELOPMENT COMMITTEE MEETING
- ☐ MEETING WITH COMMUNITY COUNCIL (If applicable)
- ☐ CONCEPTUAL REVIEW BY PLANNING COMMISSION (if required)

PRELIMINARY SUBMITTAL FOR STAFF REVIEW

All of the following information should be submitted to the Planning Department.

- ☐ **Twelve (12) copies (24" X 36") of the preliminary plat and one (1) 8 ½" X 11" reduced copy** showing the following information:
 - ☐ Street locations and widths (existing and proposed). Provide street center lines accurately indicated to scale.
 - ☐ Topography, contours, existing trees, ditches, structures, etc.
 - ☐ Lot layout, lot dimensions, lot sizes in square feet, lot numbers, total subdivision acreage.
 - ☐ Subdivision boundaries.
 - ☐ Adjacent property owners and adjacent zoning.
 - ☐ Vicinity Map - reduced to scale.
 - ☐ Compliance with sensitive land overlay ordinance (if applicable).
- ☐ **Two (2) copies of the preliminary grading and drainage plan** to be reviewed by the Engineering Division of the Public Utilities & Public Works Departments. Provide existing and proposed contours @ 2 foot intervals. Existing contours shall extend a minimum of 25 feet beyond property line.
- ☐ Salt Lake County Recorder's Office written approval of the Subdivision name and street name(s).
- ☐ Payment of a **Pre-Development Fee (non-refundable) of \$32.00 per lot** (\$48.00 per lot for lots in the Sensitive Land Overlay areas) to be applied toward final fees.
- ☐ **Two (2) copies of the Roadway Plan & Profile Sheets.**
- ☐ For PUD's and Subdivisions located in the Sensitive Land Overlay areas, submit all additional information as stated in the PUD and/or the Sensitive Land Overlay Zones of the Development Code. This information will be provided to you at the Development Review Meeting.
- ☐ **Sufficient information relative to land areas adjacent to the proposed development** to indicate land uses, zoning classifications, circulations systems, public facilities and unique natural features of the landscape.
- ☐ **Development Schedule** (including phasing plans).
- ☐ **Names and addresses of property owners** within 300 feet of the proposed project on mailing labels (when required).

- ☐ **Other information** deemed necessary by Planning, Public Works, Public Utilities, Fire, Parks & Recreation and Police.

Note: As the Planning Commission does not normally review the final plat (except PUD's and Sensitive Land Subdivisions which require final review from the Planning Commission), the acceptable design, lot layout, street design, etc. must be worked out with Staff so that the submitted plat for preliminary review is substantially close to a final plat in format. The Planning Commission WILL NOT review any submittal that is not complete.

PRELIMINARY SUBDIVISION REVIEW REQUESTS RECEIVED BY STAFF

- ☐ Planning Division - Jim McNulty: (801) 568-7265, or Brian McCuiston: (801) 568-7268
- ☐ Fire Department - Tad Norris: (801) 568-2938
- ☐ Parks & Recreation - Todd Asay: (801) 568-2912
- ☐ Public Works Department - Dave Poulsen: (801) 568-6058, or Traci Ross: (801) 568-6047
- ☐ Transportation Engineer - Paul Goodrich: (801) 568-2981
- ☐ City Engineer - Mike Gladbach: (801) 568-2968
- ☐ Public Utilities Department - Dan Woobury: (801) 568-7285
- ☐ Police Department - Duff Astin: (801) 568-7179
- ☐ Sewer District - One of four (4) Sewer Districts in Sandy City
- ☐ Staff Review - after corrections submit twelve (12) copies of the revised preliminary plat.

PLANNING COMMISSION - PRELIMINARY REVIEW

The Planning Commission will hold a public meeting to review and discuss your preliminary plat. During this meeting, they may ask specific questions regarding the lot layout, street design, etc. They may also impose additional conditions to mitigate any potential hazards or other problems.

- ☐ If approved, the Planning Commission Chairman will sign two (2) copies of the plat. One (1) signed copy of the preliminary plat is given to the applicant.
- ☐ The final Linen (Mylar) is prepared by the applicant ONLY upon receipt of a Planning Commission signed Preliminary Plat. Selling, taking of earnest money and improvements on the property shall not be initiated until the plat is recorded.

FINAL REVIEW PROCEDURE WITH THE PLANNING STAFF

THESE ARE THE PROCEDURES ONCE YOU HAVE COMPLETED THE PRELIMINARY PLAT PROCESS AND HAVE RECEIVED PLANNING COMMISSION REVIEW AND FINDINGS. (Prior to submitting the final plat for review, you will need to obtain the following), submit:

- ☐ LETTER OF APPROVAL FROM THE APPROPRIATE SEWER DISTRICT. Keep copy of letter for future use and **submit copy to Sandy City**.
- ☐ CURRENT PRELIMINARY TITLE REPORT - Signatures on owners dedication on final mylar must coincide with all names having interest in property on the Title Report.
- ☐ FINAL LANDSCAPING AND IRRIGATION PLAN - This applies to back facing lots along an arterial road.
- ☐ EASEMENTS - Show locations of all easements upon the final linen. To verify proper easement placement, you will need to contact all applicable utility companies (Utah Power & Light, Questar, Qwest, Comcast Cable) and have them sign the final mylar within the appropriate signature blocks.
- ☐ COPIES OF FINAL PLAT - Once you have received the above, you must submit six (6) copies of the final plat to the Planning Department and one (1) mylar copy. Staff will forward the necessary copies to the City Engineer for review.
- ☐ ADDRESSES - Staff will provide addresses for each lot which must be placed on the final mylar.
- ☐ WATER LETTER - The Public Utilities Department will review the plat for compliance with the

City Utilities policy and will generate an approval. You will be asked to sign the utilities letter, and then will be given a copy for later use.

- ☐ FINAL FEES AND MYLAR CORRECTIONS - The City's Engineering Department will contact you with the final fees and any additional corrections to be made on the final mylar. Pick up the mylar copy from Sandy City and make corrections, including address placement on mylar.
- ☐ BOARD OF HEALTH APPROVAL - You will need to obtain approval from the Board of Health. To obtain their approval, you will need to provide the water availability letter and sewer availability to Jo Anne Smith, Salt Lake City and County Board of Health, 788 East Wood Oak Lane (5380 S.), Murray, UT 84107. The Board of Health will then sign your mylar copy of the final plat.
- ☐ ACKNOWLEDGMENT OF OWNER'S DEDICATION - Once you have received the Board of Health's signature, and have signed the "Signature and acknowledgment of owner's dedication" portion of the Plat, return mylar copy to the Planning Department. Also include the following:
 - ☐ Bond for improvements - Escrow, Cash, or Irrevocable Letter of Credit. The amount must be coincide with amount on Engineer's Bond Estimate.
 - ☐ Signed Improvement Agreement from Planning Staff.
 - ☐ Check addresses on subdivision plat.

PLANNING DEPARTMENT STAFF

- ☐ Flood Control and City Engineer Signature.
- ☐ Planning Commission Chairman Signature.
- ☐ Signed Agreement to Conditions Packet.
- ☐ City Attorney Signature - The City Attorney will sign the mylar only upon acceptance of all the above mentioned items.
- ☐ Mayor's Signature - Mayor signs mylar upon approval of all others above. City Recorder's Office attests Mayor's signature.

When all signatures have been completed, the City will contact you. **YOU WILL BE REQUIRED TO PAY ALL OUTSTANDING FEES PRIOR TO THE SIGNED PLAT BEING RELEASED.**

PLAT RECORDATION

You will then need to take the signed final plat to the Salt Lake County Recorder's Office (2001 South State Street, Salt Lake City) to be recorded. Once the documentation has been recorded, you will need to have the Recorder's Office prepare:

- ☐ One (1) mylar copy (24" X 36"), four (4) blue-line copies (24" X 36"), and one (1) 8 1/2" X 11" reduced copy of the recorded plat to be returned to Sandy City.
- ☐ Once we have received the recorded plat, you may begin selling recorded lots.

PRIOR TO ISSUANCE OF BUILDING PERMITS

NOTE: No building permits will be issued until the plat has been recorded. Any construction or subdivision work that has been initiated will be stopped until the plat has been recorded. In the event that streets or other improvements need to be installed (such as water, sewer, fire hydrants, etc) no building permits will be issued until those improvements have been completed.



Community Development Department

DEVELOPER SUBDIVISION REVIEW CHECKLIST

Additional Requirements for Planned Unit Developments & Sensitive Land Subdivisions

ADDITIONAL REQUIREMENTS

PUD'S AND SENSITIVE LAND DEVELOPMENTS ONLY

Any development within a PUD Zone will require compliance with Section 15-03-11 of the Sandy City Development Code. Please submit this additional required information for a Planned Unit Development. Any development within the Sensitive Area Overlay Zone will require compliance with Section 15-08-03 of the Sandy City Development Code. Additional fire safety features may be required in Wildland Interface areas. Please submit this additional required information for a Sensitive Area Overlay development.

PLANNING COMMISSION - CONCEPTUAL REVIEWS

PUD'S AND SENSITIVE LAND DEVELOPMENTS ONLY

Conceptual Reviews are required for sensitive land subdivisions and PUD Developments. The Planning Commission will review the project from a concept viewpoint to see that the plan is acceptable and complies with the terms of the Sandy City Development Code. If the Planning Commission accepts the conceptual plan, then the applicant may proceed to the Preliminary Review stage.

PLANNING COMMISSION - FINAL REVIEW

PUD'S AND SENSITIVE LAND DEVELOPMENTS ONLY

Applicant submits revised final subdivision plat for final review by the Planning Commission along with any additional information as may be required by the Planning Commission at the Preliminary Review.

- A. If approved, the Planning Commission Chairman will sign the final mylar of the plat.
- B. If this review is for a non-subdivision type of PUD, the Planning Commission is the final review and should now proceed through the "Site Plan Review" process.



Community Development Department

SUBDIVISION REVIEW SUBMITTAL

Project Name _____

Project Address _____

Subdivision Review # _____

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Preliminary Subdivision Review application submittal is complete and all of the above mentioned items have been included.

Staff Name _____

Date _____